iPECS

Telephonics
TELECOMMUNICATION SPECIALISTS

Placing a Call
- Dial an extension number
- *Or:* Dial the external number required

Call Transfer
- While connected to an outside line, press the **TRANS/PGM**
- Dial the desired extension number, (**700-899**)
- Hang up to complete call transfer
- *Or:* Announce the call, then hang up to complete call transfer

External Call Transfer
- While connected to an outside line, press the **TRANS/PGM**
- Press flex key required
- Hang up to complete call transfer
- *Or:* press the **TRANS/PGM**
- Press Speed key (soft key)
- Select System Speed Dial
- Press **Send** (soft key)

Call Pick-up
- Press **Pick Up** to answer an unattended phone ringing in your area
- Dial ***1** to answer an unattended phone ringing in your area

Using Speed Dial Numbers
- Press the **Dir** Soft Button
- Press the **Speed** Soft Button
- Dial the speed bin number you wish to call (**01-19 or 200-999**)

Dialing By Name
- Press the **Dir Soft** Button
- Dial **1** for Private Directory or **2** for Public Directory
- Dial letter you require (using the "Dial By Name Chart") /or toggle up or down with navigation key
- Press **Send**

Intercom Answer Mode
- Press **Trans/Pgm** button.
- Dial **13**
- Dial **1**, for Hands-free, **2** for Tone ring, or **3** for Privacy announce
- Press **Hold/Save** button

Ring Type Mode
- Press **Menu** button
- Press **1** Phone Settings
- Press **2** for internal or **3** for external Ring Tone
- Choose dial tone **01** to **08**
- Press **Hold/Save** button

Do Not Disturb (DND)
- Dial **Dnd/Fwd - 24 button (Toggle On/Off)**
- Dial ***53** (Toggle On/Off) - 8 button

Redial
- Dial **52** - automatically starts last number redial
- Or press **Log** soft key to show dialed calls

Paging
- Dial **#00** For "All Call" Paging
- Dial **#7** For "Internal" Paging
- Dial **#5** For External Paging

Voice Mail
Dial 999, enter your extension number followed by your password.

Default Password:

Greetings:

Record Greeting	Press **8**

Messages:

Retrieve Message	Press **1**
Delete Message	Press **3# or Delete Soft Key**
Save/Skip Message	Press **2**
Replay Message	Press **1**

Call Forward
- Dial **49**
- Dial the desired call forward type
  - **1** - *Immediate*
  - **2** - *Busy*
  - **3** - *No Answer*
  - **4** - *Busy/no answer*

- Dial the destination you wish to forward your calls to (**700-899** or dial **999** to send to Voice Mail)

To cancel a Call Forward
- Dial **59**

Retrieving Voice Mail Messages Externally (DDI's)
- Dial **DDI Number**
- During Message press # key
- Enter Authorisation Code (2 to 5 digits) followed by #
- Follow prompts

Recording Telephone Conversations-24 Button KP Only
- When connected to Party, press navigation button to right
- Press **Record** (soft key)
- This will be saved in Voicemail and retrieved as a message

Holding Calls
To place call on hold
- Press the **HOLD/SAVE** button
- To retrieve
- Press flashing line flex button

Call Park
While connected to an outside call
- Press the **TRANS/PGM**
- Dial the Call Park Location (**601-609**)
- Hang up

Retrieve a Parked Call
- Dial the Call Park Location (**601-609**)

Flexible Keys
Program Flexible Buttons
- Press the **TRANS/PGM** button
- Press a flexible button you wish to program
- Enter the desired code *(refer to the table below)*
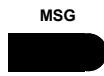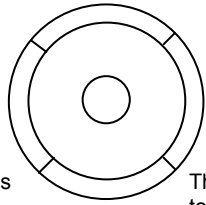- Press the **HOLD/SAVE** button

Extensions	700-899
Call Park	601-609
Group Call Pickup	*1
Speed Dial	Speed 01-19
	Speed 200-999
Call Log	TRANS/PGM + 57
Background Music	TRANS/PGM + 73
Call Back	TRANS/PGM + 92
Redial	TRANS/PGM + 97
Conference	TRANS/PGM + 91
Flash	TRANS/PGM + 94
Speed	TRANS/PGM + 90
Call Record	TRANS/PGM + 80

Dial by name Keys Chart

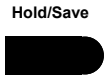|		
Q - 11 Z - 12 . - 13 1 - 10	A - 21 B - 22 C - 23 2 - 20	D - 31 E - 32 F - 33 3 - 30
G - 41 H - 42 I - 43 4 - 40	J - 51 K - 52 L - 53 5 - 50	M - 61 N - 62 O - 63 6 - 60
P - 71 Q - 72 R - 73 S - 74 7 - 70	T - 81 U - 82 V - 83 8 - 80	W - 91 X - 92 Y - 93 Z - 94 9 - 90
*1 - Blank *2 - : *3 - ,	0-00	#

Menu

MSG
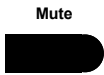
The **MENU** key is used edit phone settings

The **MSG** key is used to check voice mail messages
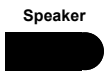
Trans/PGM

The **TRANS/PGM** key is used to **TRANSFER** calls and **PROGRAM** system features on the keyset
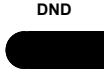
Hold/Save

The **HOLD/SAVE** key is used to place calls on **HOLD**, it is also used to confirm the programming of features
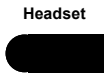
Mute

The **MUTE** key mutes the microphone so the other party cannot hear you

Speaker

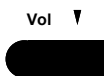The **SPEAKER** key is used to activate the speaker on the phone for the hands free speaker-phone

DND

The **DND** key puts your phone in Do not disturb mode so you will not receive any calls, also switches phone into Day/Night/Auto modes

Headset

The **Headset** key lets you choose between Speaker / Headset modes

Vol ▲

The **Vol ▲** key increase the volume of Ring tone, hand piece and speaker

Vol ▼

The **Vol ▼** key decrease the volume of Ring tone, hand piece and speaker

Flexible keys:
The colour of the LED signifies the status of stations, or lines.

Feature access also can be programmed on these keys.

User Guide
12/24 Button Keyphone